



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

February 24, 2004

Robert Perry, Treasurer
Bartlett for Congress Committee
P.O. Box 280
Buckeystown, MD 21717

Response Due Date:
March 25, 2004

Identification Number: C00255190

Reference: Amended Year End Report (10/1/03-12/31/03), received 2/15/04

Dear Mr. Perry:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-A review of your itemized receipts indicates a discrepancy in your aggregate election cycle-to-date totals. The reported aggregate totals on your report should include all contributions from an individual or committee given in the election cycle. Please review your procedures for compliance with this requirement and amend your report(s) as necessary. (11 CFR §104.3(a)(3))

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in an election cycle. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.